

I.T. / EQUALIZATION COMMITTEE

Kimberly L. Murphy
County Administrator

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MEMBERS

Dustin Krasny, Terry Collins, Ralph Tillotson

MEETING LOCATION

Chambers
301 N. Main St,
Adrian, MI 49221

Minutes: Thursday, March 5, 2026

I. Call to Order

Present: Commissioners: Dustin Krasny, Terry Collins, Ralph Tillotson, Jim Van Doren

Also Administrator Kim Murphy, Deputy Administrator Shannon Elliott, IT Director

Present: Ben Ricker, Deputy IT Director Micah Hassenzahl, Equalization Devan Delong, Marketing & Communications Jen Ambrose, Administrative Coordinator Carissa Zubke, and Community Engagement Quinn Wilt

Absent : Shelly Delong

The meeting was called to order at 1:30pm by Comm. Krasny

II. Approval of Minutes

A. Approval of Minutes: February 5, 2026

Motion by Collins, seconded by Tillotson to approve the February 5, 2026 minutes. Motion carried.

III. Information Technology

A. Finance Report

Deputy Administrator Elliott reviewed the IT division of the Capital Improvement plan. No discussion.

B. IT Report

Director Ben Ricker reviewed the monthly report. The computer replacement project has started, and they are reviewing the current computer inventory.

Replacement of the judicial court computers and recording software is also underway.

Administrator Murphy opened discussion regarding the IT department overview document included in the packet. Director Ricker shared details regarding the report, which reflects the number of full-time employees the department has and the number of items the department is responsible for, including: updates, software, maintenance, firewalls, phones etc. The department currently has 6 full-time staff members that assist the over 500 County employee users.

Discussion opened up regarding AI technology at the County. Ricker reported that there is not currently an AI policy in place at the County and is generally used by an end-user employee. Ricker cautioned entering any confidential material on AI and carefully reviewing information that is being received back.

Further discussion took place regarding AI and how it could potentially affect the County in the future.

Administrator Murphy stated that AI is a common topic at the various conferences, including the most recent one hosted by our insurance carrier, MMRMA. Murphy shared that there may be an AI-related County policy to come forward in the future.

C. Request: Microsoft 365 Phase 1

Deputy Administrator Elliott reviewed the request for Phase 1 of Microsoft 365, which includes up to 50 users to migrate to the software. This was included in the 2026 IT division of the Capital Improvement Plan not to exceed \$40,000.

Motion by Tillotson, seconded by Collins to approve Phase 1 of Microsoft 365 software, as part of the 2026 Capital Improvement Plan. Motion carried.

D. Communications

Coordinator Ambrose reviewed the monthly report. There was an increase in overall users in February.

Ambrose gave a presentation on the revised bill pay sections on the County website. Recently the County's credit card vendor updated the payment collection software. Each department has a payment collection site that is specific to their office. Ambrose updated all the department pages with various and easy-to-find "bill pay" options.

The total social media followers has now reached over 15,000 users.

A social media annual account summary was included, which compared 2024 versus 2025. There was a Net Audience Growth of over 184% in the year.

IV. Equalization

A. Equalization Report

Devan Delong present for Director Delong.

Change notices were sent out in the mail at the end of February, in preparation for the Board of Review meeting, which takes place next week. Appointments are being made for all municipalities with the exception of Hudson, which will take place later in the month.

Assessment rolls were submitted last week. Land value maps, ECF maps, and sales maps were run in preparation of the Board of Review.

Warrants in the delinquent roll for tax settlements are underway in coordination with the Treasurers office.

2026 studies will begin soon, and the 2027 properties will be selected in Spring.

V. Other Business

No discussion.

VI. Public Comment

No comment.

VII. Adjournment

Motion by Collins, seconded by Tillotson to adjourn the meeting at 1:57pm. Motion carried.